



Tip Sheet for Appropriate Business Attire

- Business attire is crisp, neat, and should look appropriate in any office setting. It should not look like party or picnic attire. Don't confuse club attire with business attire. If you would wear it to a club, you probably shouldn't wear it in a business environment. Avoid tight or baggy clothing.
- Everything should be clean and well-pressed. Hair should be clean and neat.
- Details: No missing buttons, no lint; and don't forget to remove tags and tacking stitches from new clothes. Perfume or cologne should be used sparingly or not at all. Don't smell like smoke.
- Tips for men's business attire:
 - Pants/slacks, not jeans.
 - Long sleeve shirts or short sleeve shirts with collars. Polo shirts (tucked in, of course) are also acceptable.
 - Ties are optional but always appropriate
 - Always wear a belt and dress socks.
 - Dress should be worn; no sandals, athletic shoes or hiking boots.
- Tips for women's business attire:
 - Women can wear casual pants or skirts. Neither should be tight. Colors should generally be solid; navy, black, gray, brown, and khaki are always safe bets.
 - Skirts should come at least to your knees while you are standing. While you are seated, your thighs should be covered. If your skirt comes to just below the knee, a slit to just above the knee might be acceptable. A very long skirt should not be slit to above the knee. Slits to facilitate a view of your legs are not appropriate for business purposes.
 - In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business attire. Velvets and shimmery fabrics suitable for parties are not appropriate. Fit should not be tight. Cleavage is not appropriate to business attire.
 - Keep your jewelry choices simple and leaning toward conservative. Avoid extremes of style and color.
 - Keep makeup conservative and natural looking.
 - Shoes should be closed-toe. Thin straps and high-heels are not appropriate. Chunky heels and platform shoes are also not appropriate in most business settings. Make certain you can walk comfortably in your shoes.
 - Hose is recommended if your skirt is knee length rather than calf length.
 - If you carry a purse, keep it small and simple.